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**MEMORANDUM**

TO: Human Resources Directors and Attorneys of Agencies, Departments, Institutions  
of Higher Education, Boards and Commissions

FROM: Samuel L. Wilkins

DATE: August 14, 2003

SUBJECT: Frequently Asked Questions (FAQs) Added to Web Site

As a part of our ongoing effort to provide Human Resources Managers easy access to human resources information, the Office of Human Resources (OHR) has added four new topics to our Frequently Asked Questions (FAQs) section. Information on break in service, dual employment, reward and recognition programs, and the Teacher and Employee Retention Incentive Program (TERI) can now be accessed through the "HR Hot Topics" section at our OHR web address: <http://www.state.sc.us/ohr/main.htm>.

We will continue to provide information on topics related to recruitment, classification, compensation, employee relations, and human resources development. Please check periodically for additional topics to be added to our Frequently Asked Questions section. We hope this additional resource will help you address your agency's human resources needs. Should you have any questions about the FAQs we have provided, please contact your HR Consultant at (803) 737-0900.